TO: S.J. OLEARY
FROM: RORY O'RORKE
ROM - 1210

Factory
~~Exam Tory~~

FIELD SALES TRIP REQUEST

(Please Type or Print Clearly)

Name: Mark Cooper
Title: Marketing Assistant
Location: 8 Reynolds Building
Phone: 910/741-2983
Mailing Address: P.O. Box 2959, Winston-Salem, NC 27102-2959

Instructions: Complete the top portion of form for each trip you wish to make and indicate alternative dates. You must submit request at least four weeks in advance. Forward your Field Sales Trip Request to your Business Unit Sales Planning Manager. You will be scheduled to work with a Sales Representative.

Destination (city and state): New York, NY

	1st Choice	2nd Choice	3rd Choice
Date(s):	1/18/96	1/25/96	

Purpose of Trip (Specific Objectives): In market rides to assess current retail presence and activity for SALEM and its key competitors (Newport, Kool, Marlboro Menthol).

Hotel Accommodations: Hotel accommodations will be made for you at a location convenient for Field Sales. The Sales Representative will meet you in the hotel lobby at 8:00 a.m. If your business requires other hotel arrangements not convenient for Field Sales, you should provide your own transportation to the sales office and report at 8:00 a.m. to meet the Sales Representative.

I will meet the Sales Representative at:
(X) hotel selected by Sales
___ the division office (address provided below)

Work Day: The work day will be from 8:00 a.m. to 5:00 p.m., so please schedule your departure accordingly. Dress for the work day is business attire. Pick up the tab for lunch or refreshments when working with a Sales Representative. It is appreciated.

Changes/Cancellations: Do not call the Field directly. Contact your Business Unit Sales Planning Manager.

(To be completed by Field Sales and returned to individual requesting trip)

Trip Schedule:

Div Office #

Date: 1/18/96 Work With: John Feltman Position: Retail Mgr. ~~Home~~ Phone: 212-229-9167
Hotel Name: NOVETEL HOTEL Street Address:
City/State: Manhattan NY Telephone #: VM # 77456
Nights Of: 1/17/96 Confirmation: Hotel # 55 2323
Division Name: Manhattan 1224 Street Address: 226 W 52nd ST - Hotel
City/State: NY NY Telephone #: 212-315-0100 - Hotel

Date: ___ Work With: ___ Position: ___ Home Phone: ___
Hotel Name: ___ Street Address: ___
City/State: ___ Telephone #: ___
Nights Of: ___ Confirmation: ___
Division Name: ___ Street Address: ___
City/State: ___ Telephone #: ___

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MESSAGE CONFIRMATION

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